

PUBLIC NOTICE

No. PMIDC /Admin & CB/2020/9794

Dated:10/6/2020

Punjab Municipal Infrastructure Development Company (PMIDC), Department of Local Government, Govt. of Punjab invite applications for filling up the following posts on Contract basis in PMIDC:

Sr. no	Name of Post	No. of Posts
1)	Senior Assistant Manager (Solid Waste Management)	01
2)	Senior Assistant Manager (Information, Education and Communication)	01

Eligible applicants may visit the website of PMIDC i.e. **<http://pmidc.punjab.gov.in>**. The last date of submission of online application is **10.07.2020 (Friday)** after which the online link will be disabled.

Vijay Pal Singh
General Manager (F&A)

REQUIRED ON CONTRACT BASIS

Name of office: Punjab Municipal Infrastructure Development Company (PMIDC), Department of Local Government, Govt. of Punjab.

TO BE DEPLOYED IN SOLID WASTE MANAGEMENT DIVISION

Name of post, Number of post, Qualification & Experience and Roles & Responsibilities are as under:

NAME OF POST	Senior Assistant Manager (Solid Waste Management)
Total posts	01
Maximum age limit as on 31.05.2020	<ul style="list-style-type: none">• 50 years
Salary	<ul style="list-style-type: none">• Rs. 75,000/- per month
Educational Qualification & Experience	<p><u>Qualification:</u></p> <ul style="list-style-type: none">• Degree in Civil/ Mechanical/ Chemical Engineering/ Environmental Engineering.• Minimum 7 years of experience in handling the Municipal Solid Waste Management/ Urban Public Infrastructure in Public or Private Sector.• Preference will be given to the candidate with experience in the Solid Waste Management.• Excellent oral communication and regarding skills.• Basic computer skills including MS Office, Internet and web based activities.
Roles & Responsibilities	<ul style="list-style-type: none">• Identify problems in field and communication to EE (SWM), ULB & SSP on a daily basis.• Randomly check a joint inspection report of Sanitary Inspector & SWM Service provider's supervision.• Randomly daily field inspection of SWM operation such as street sweeping, door to door collection, secondary collection points.• Randomly weekly inspection of processing & disposal facility.• Identify problem areas in SWM and recommend improvements.• Suggest temporary dumping points in the city for C&D waste.• Inspect quality tests and checks during laying of bottom and cover liners in sanitary landfill construction.• Witness sampling of ground water quality monitoring wells in sanitary landfill and ensure independent testing.• Any works assigned by Project Manager.

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NAME OF POST	Senior Assistant Manager (Information, Education and Communication)
Total posts	01
Maximum age limit as on 31.05.2020	<ul style="list-style-type: none">• 50 years
Salary	<ul style="list-style-type: none">• Rs. 75,000/- per month
Educational Qualification & Experience	<p><u>Qualification:</u> Post Graduation in Social Work/ Sociology/ Journalism & Mass Communication/ Environment with not less than 55% marks for recognized University/ Institute.</p> <p><u>Experience:</u></p> <ul style="list-style-type: none">• Minimum 7 years of experience in the area of environment/ solid-liquid waste management/ sanitation & hygiene.• Preference will be given to the candidate having experience at National / State Level under/ in implementation of solid waste management/ sanitation & hygiene projects.• Excellent oral communication and regarding skills.• Basic computer skills.
Roles & Responsibilities	<ul style="list-style-type: none">• This is an expert level position to work with senior level government and development partner functionaries to achieve the objectives of IEC activities under State and Government of India scheme.• As part of the IEC team at State Level, S/he would be primarily responsible for rolling out the communication strategies across the projects.• S/he will be responsible for developing and disseminating State and ULB specific IEC materials.• Partnership with training and IEC agencies (Expert institutions, CSOs etc) developed and

formed for IEC Campaigns.

- Development of periodic situation Analysis/ Issue Briefs/ Theme papers on work done.
- Prepare monthly, quarterly and yearly IEC plan of action and activity calendar at State and District Level.
- Develop News Letter/ Case Studies/ documentation of best practices/ learning.
- Develop the concepts and designs of campaign materials as necessary.
- Assistant department in developing guidelines, manuals and technical notes on Programme Communication.
- Coordinate dissemination of available IEC materials for SWM to all ULBs.
- S/he will also have to undertake extensive field visit to ensure the quality projects/ program interventions.
- Assist department in organizing review meetings, seminars, workshops on communication for sanitation/ hygiene education.
- Any work assigned by PMIDC.